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LENDING DEPARTMENT ROUND TABLE

A petition for the formation of a section on lending work, signed by representatives of twenty-four libraries, has been presented to the Council of the A. L. A., who have referred it to a special committee for investigation and report as to its desirability.

Upon motion it was decided that the section should be called the Lending Department Section.

The first paper on the program was that of Miss Josephine A. Rathbone, vice-director of the School of Library Science, Pratt Institute, the subject being

THE TRAINING OF ASSISTANTS FOR LENDING DEPARTMENT WORK

(See p. 173)

In discussing Miss Rathbone's paper, Miss Bessie Sargeant Smith urged the need of preparatory practice work before entering a library school, in addition to that required while studying, as bringing about an *esprit de corps* and developing the library sense of life through a better understanding of library work. Miss Rathbone stated that the Pratt school does not require previous library experience because nine-tenths of the students do come from libraries and because the school can not require this preparation from other libraries. Mr. Walter described the course at the New York State Library School, which consists of the usual theoretical work, some fifty hours of practice work each year in the various departments of the state and other local libraries, and 150 hours each March in some assigned library. Previous library work is urged but not required, for the same reasons as those stated by Miss Rathbone. The New York State Library School hopes to make arrangements with the local libraries for more practice work and may make actual

library work between the junior and senior years obligatory for students who have not had library experience.

In the absence of Mrs. Jessie S. McNiece, of the St. Louis Public Library, Dr. Bostwick read her paper on

LABOR SAVING IN THE LENDING DEPARTMENT

(See p. 175)

Miss Marion M. Root, of the New York Public Library, mentioned the arrangement of their circulation in one alphabet as a great labor saver in slipping. The book slips are arranged by classes and counted, then rearranged alphabetically by author and title, irrespective of whether fiction or non-fiction.

Miss Ada J. McCarthy, of the Democrat Printing Company, being in a position where various samples of forms meet her eye daily, spoke practically on "Forms for the small library," laying particular emphasis on uniformity, simplicity and common sense in the use of terms "free," "public" and "free, public," the form and printing of the application blank, the statement of rules, etc., on the book pocket and borrower's cards, the abolition of the borrower's card in small libraries, etc. She concluded with a definite plea to library schools and commissions to attempt to standardize all forms, adjusting them to the needs of various types of libraries, and making more efficient the loan system by saving the time and energy of the staff and public.

Miss Florence Overton, of the New York Public Library, was chosen chairman for the next meeting and Miss Cora Hendee, of the Council Bluffs Public Library, secretary. If the petition for the formation of a section should be granted, these officers will become the officers of the section for the year 1920.